

CA-PMM**Project Name:** CWS/Web**OCIO Project #:** 0530-208**Department:** Office of Systems Integration**Reporting Period:** From: 12/1/09 To: 12/31/09**Team Member to Project
Manager****Current Task Summary**

| Task or Deliverable | Scheduled Completion Date | Actual Completion Date | Issues? |
|--|------------------------------|---------------------------|---------|
| | | | |
| | | | |
| | | | |
| Accomplished this week | | | |
| | | | |
| Planned/Scheduled Completion in Next Two Weeks | | | |
| | | | |
| Status Summary | Yes/No | Explanation | |
| Will all assigned tasks be accomplished by their due date? | | | |
| Are there any planned tasks that won't be completed? | | | |
| Are there problems which affect your ability to accomplish assigned tasks? | | | |
| Do you plan to take time off that is not currently scheduled? | | | |

Status of Assigned Issues

| Issue Number | Description | Due Date | Status |
|--------------|-------------|----------|--------|
|--------------|-------------|----------|--------|

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Team Member to Project Manager

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| Questions | Yes/No | Cause | Impact | Action Required |
|---|--------|-------|--------|-----------------|
| 1. Were recent milestones completed on schedule? | Yes | | | |
| 2. Were any key milestones or deliverables rescheduled? | No | | | |
| 3. Was work done that was not planned? | No | | | |
| 4. Were there any changes to scope? | No | | | |
| 5. Were tasks added that were not originally estimated? | No | | | |
| 6. Were any tasks or milestones removed? | No | | | |
| 7. Were any scheduled tasks not started? | No | | | |
| 8. Are there any new major issues? | No | | | |
| 9. Are there any staffing problems? | No | | | |

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| Questions | Yes/No | Impact | Action Required |
|---|--------|---|--|
| 1. Will upcoming critical path milestones or deliverables be delayed? | No | | |
| 2. Do any key milestones or deliverables need to be rescheduled? | No | | |
| 3. Is there any unplanned work that needs to be done? | No | | |
| 4. Are there any expected or recommended changes to scope? | No | | |
| 5. Are there any tasks not originally estimated that will need to be added? | No | | |
| 6. Are there any tasks or milestones that should be removed from the plan? | No | | |
| 7. Are there any scheduled tasks whose start will likely be delayed? | No | | |
| 8. Are any major new issues foreseeable? | No | | |
| 9. Are any staffing problems anticipated? | Yes | If requested FY 10/11 positions are not approved, the project will be | Delay contract award, resulting in delays to project implementation. |

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Project Milestones:

List key milestones and their dates from the project schedule.

| Milestone | Target Date | Forecast Date | Status | Cause & Impact to Implementation Date | Date Completed |
|--|-------------|---------------|-----------|---------------------------------------|----------------|
| Prepare Formal Responses to Bidders' Questions | 1/25/10 | 1/25/10 | On Target | | |
| | | | | | |
| | | | | | |

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

| | On Plan <5% | Caution 5-10% | Significant Variance >10% | Action Required |
|-----------------|----------------|------------------|------------------------------|-----------------|
| Schedule | X | | | |
| Milestones | X | | | |
| Deliverables | X | | | |
| Resources | X | | | |
| OneTime Cost | X | | | |
| Continuing Cost | X | | | |

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Committee****Summary Milestones and Highlights**

| Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i> | | | | | |
|--|--------------------|----------------------|---------------|--|-----------------------|
| Milestone | Target Date | Forecast Date | Status | If Delayed, Impact to Implementation Date | Date Completed |
| Prepare Formal Responses to Bidders' Questions | 1/25/10 | 1/25/10 | On Target | | |
| | | | | | |
| | | | | | |

| Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i> | | | | |
|--|---------------------------|--------------------------|---|------------------------|
| | On Plan <5% | Caution 5-10% | Significant Variance >10% | Action Required |
| Schedule | X | | | |
| Milestones | X | | | |
| Deliverables | X | | | |
| Resources | X | | | |
| One Time Cost | X | | | |
| Continuing Cost | X | | | |

CA-PMM**Project Name:** CWS/Web**OCIO Project #:** 0530-208**Department:** Office of Systems Integration**Reporting Period:** From: 12/1/09 To: 12/31/09**Sponsor to Executive
Committee****Monitoring Vital Signs Scorecard**

| Vital Sign | Variance | Value | Your Score | Score Justification |
|---|----------------------------------|-------|--------------------|---|
| 1. Customer Buy-In | High Degree of Buy-In | 0 | 1 Yellow | Based on Risk Radar |
| | Medium Degree of Buy-In | 1 | | |
| | Low Degree of Buy-In | 2 | | |
| 2. Technology Viability | Strong Viability | 0 | 0 Green | |
| | Medium Viability | 1 | | |
| | Weak Viability | 2 | | |
| 3. Status of the Critical Path (delay) | <5% | 0 | 0 Green | |
| | 5% to 10% | 1 | | |
| | >10% | 2 | | |
| 4. Cost-to-Date vs. Estimated Cost-to-Date (higher) | <5% | 0 | 0 Green | |
| | 5% to 10% | 1 | | |
| | >10% | 2 | | |
| 5. High-Probability, High-Impact Risks | 0 to 3 | 0 | 0 Green | Based on Risk Radar |
| | 4 to 6 | 1 | | |
| | >6 | 2 | | |
| 6. Unresolved Issues (on time resolution) | On time | 0 | 1 Yellow | Issues managed in MTS; however, criticality based on Risk Radar variables |
| | Late with no impact | 1 | | |
| | Late impacting the critical path | 2 | | |
| 7. Sponsorship Commitment | Fully engaged | 0 | 0 Green | |
| | Partially engaged | 1 | | |
| | Inadequate engagement | 2 | | |
| 8. Strategy Alignment | Strong alignment | 0 | 0 Green | |
| | Partial alignment | 1 | | |
| | Weak or no alignment | 2 | | |
| 9. Value-to-Business | Strong | 0 | 0 Green | |
| | Medium | 1 | | |

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| | | | |
|--|------|---|--|
| | Weak | 2 | |
|--|------|---|--|

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|--|-------------------------------|---|---|-------|--|
| 10. Vendor Viability (provide rationale for the rating in the field following the scorecard) | Strong | 0 | 0 | Green | |
| | Medium | 1 | | | |
| | Weak | 2 | | | |
| 11. Milestone Hit Rate (rate of achievement as planned) | >90% on time | 0 | 0 | Green | |
| | 80-90% on time | 1 | | | |
| | <80% on time | 2 | | | |
| 12. Deliverable Hit Rate (rate of production as planned) | >90% on time | 0 | 0 | Green | |
| | 80-90% on time | 1 | | | |
| | <80% on time | 2 | | | |
| 13. Actual vs. Planned Resources | >90% assigned and available | 0 | 0 | Green | |
| | 80-90% assigned and available | 1 | | | |
| | <80% assigned and available | 2 | | | |
| 14. Overtime Utilization (% of effort that is overtime) | <15% | 0 | 0 | Green | |
| | 15-25% | 1 | | | |
| | >25% | 2 | | | |
| 15. Team Effectiveness | Highly Effective | 0 | 0 | Green | |
| | Moderately Effective | 1 | | | |
| | Ineffective | 2 | | | |
| Total | | | 2 | G | |

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale